



NATHAN HALE CHAPTER

HUNTINGTON UFSD

CHAPTER BY-LAWS

NATIONAL HONOR SOCIETY
NATHAN HALE CHAPTER
HUNTINGTON UFSD

CHAPTER BY-LAWS

TABLE OF CONTENTS

ARTICLE I: NAME AND PURPOSE.....4

ARTICLE II: POWERS.....4

ARTICLE III: SELECTION.....5

ARTICLE IV: MEMBERSHIP.....6

ARTICLE V: DISCIPLINE AND DISMISSAL.....6

ARTICLE VI: OFFICERS.....7

ARTICLEVII: MEETINGS.....8

ARTICLE VIII: ACTIVITIES.....8

ARTICLE IX: OFFICIAL EMBLEM.....9

ARTICLE X: RATIFICATION AND AMENDMENTS.....9

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Nathan Hale Chapter of the National Honor Society of Huntington High School.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of Huntington High School.

ARTICLE II: POWERS

Section 1. Principal

- a. The principal has the authority to approve or veto all activities and decisions of the chapter.
- b. The principal shall appoint the chapter adviser(s) and members of the Faculty Council.
- c. The principal shall receive the decisions made by the Faculty Council of non-selection of candidates and the discipline or dismissal of members.

Section 2. Chapter Adviser

- a. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison among the faculty, administration, students, and community.
- b. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions.
- c. The chapter adviser shall regularly review each member for compliance with chapter standards and obligations.
- d. The chapter adviser shall help the chapter officers understand and carry out their duties.
- e. The chapter adviser shall be an ex-officio, non-voting member of the Faculty Council.
- f. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Section 3. Faculty Council

- a. The Faculty Council shall consist of five voting faculty members appointed annually by the principal.
- b. No principal, assistant principal, or other administrator may be included on the Faculty Council.
- c. The term of the Faculty council shall be one year. Members may be appointed to consecutive terms.
- d. The Faculty Council shall meet once a year to review the procedures of the chapter and select new members.
- e. The Faculty Council shall be consulted to consider dismissals, or other disciplinary actions of current members not keeping in good standing.

Section 4. Executive Committee

- a. The executive committee shall consist of the officers of the chapter and the chapter adviser.
- b. The executive committee shall have general supervision of the affairs of the chapter between its business in meetings, make recommendations, and determine and perform such other duties specified in the chapter by-laws.
- c. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations. This excludes selection, discipline, and dismissal of members.

ARTICLE III: SELECTION

Section 1. Membership in an NHS chapter is an honor bestowed upon a student; it is a privilege, not a right. Selection for membership is determined by the Faculty Council and is based upon outstanding scholarship, service, leadership, and character. Once selected, members are required to continue to demonstrate these qualities.

Section 2. Membership is open to juniors and seniors who have attended Huntington High School for a minimum of one semester and meet the requirements in the four areas of evaluation.

Section 3. Criteria for Membership

- a. Scholarship:** A student must have a high school cumulative weighted grade point average of 90 percent or better to be considered for selection. Students who meet the scholarship requirement are invited to complete the *Membership Selection Packet*.
- b. Leadership:** The student who exercises leadership...
- is resourceful in recognizing new problems, applying principles, and making suggestions.
 - demonstrates leadership in promoting school activities.
 - exercises influence on peers in upholding school ideals.
 - contributes ideas that improve the civic life of the school.
 - is able to delegate responsibilities.
 - exemplifies positive attitudes and inspires positive behavior in others.
 - successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
 - demonstrates leadership in the classroom, at work, and in school activities.
- c. Service:** The student who offers service...
- is willing to uphold scholarship and maintain a loyal school attitude.
 - participates in outside activities that demonstrate service to the community.
 - volunteers dependable and well-organized assistance.
 - is gladly available and willing to take on difficult responsibilities.
 - cheerfully and enthusiastically renders any requested service to the school.
 - performs committee and staff work without complaint.
- d. Character:** The student who...
- takes criticism and accepts recommendations graciously.
 - constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
 - upholds principles of morality and ethics.
 - cooperates by complying with school regulations.
 - demonstrates the highest standards of honesty and reliability.
 - shows courtesy, concern, and respect for others.
 - observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
 - actively helps to rid the school of negative influences or environment.

Section 4. Prior to selection, the following shall occur:

- a.** Students' academic records shall be reviewed to determine scholastic eligibility.
- b.** Students' discipline records shall be reviewed to indicate honor.
- c.** Students who are scholastically eligible shall be notified by letter and invited to fill out a Membership Selection Packet, which includes student activity forms, a personal statement, and

recommendation forms. Incomplete packets or packets submitted after the deadline will not be considered for membership.

- d. The faculty shall be requested to evaluate each candidate's character and leadership in the classroom setting using the official evaluation form provided by the chapter adviser.
- e. The Faculty Council will review each candidate's Membership Selection Packet and the faculty evaluation forms to determine membership.

Section 5. The selection of new members shall be held once during the fall semester and culminates with an induction ceremony to formally welcome new members.

ARTICLE IV: MEMBERSHIP

Section 1. Once selected and formally inducted into the National Honor Society, members are required to continue to demonstrate the qualities listed under Criteria for Membership.

Section 2. To be a member in good standing, a member must...

- a. attend 75% of chapter meetings every quarter.
- b. maintain a weighted grade point average of 90% every quarter.
- c. complete 5 hours of service to the school and/or community every quarter.
- d. participate actively in chapter service projects and activities.

Section 3. Members must pay annual member dues of \$10.00.

Section 4. Any member who does not fulfill his/her duties will be notified and subject to the procedures listed under *Discipline and Dismissal*.

ARTICLE V: DISCIPLINE AND DISMISSAL

Section 1. Members who fall below the standards which were the basis for their selection shall be warned by the Chapter Adviser, placed on probation, and given one marking period to correct the deficiency.

Section 2. Failure to correct deficiencies in any of the areas of selection criteria during the probationary period may result in the member being considered for dismissal from the National Honor Society of Huntington High School.

Section 3. In the case of violation of the Huntington High School Code of Conduct, National Honor Society standards for character, or civil laws, a member may be considered for dismissal.

Section 4. The Faculty Council and Chapter Adviser shall have access to any and all information pertaining to a member who has violated the Huntington High School Code Conduct, including discipline records.

Section 5. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 6. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 7. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 8. A dismissed student may not be considered again for membership in the National Honor Society.

ARTICLE VI: OFFICERS

Section 1. An election for officers will be held no later than the last chapter meeting of the academic year.

Section 2. Elections will be held by secret ballot voting by all chapter members in good standing.

Section 3. Officer terms shall be a one year term from July 1st of the elected year to June 30th of the following year.

Section 4. Officers under the supervision of the Chapter Adviser may be placed on probation or dismissed from office for failure to perform the duties of the office or failing to remain a member in good standing.

Section 5. In the event of an office vacancy, the Executive Committee will appoint an officer for the remainder of the academic year.

Section 6. Officer Responsibilities

a. President

- Organize, plan and lead to ensure the overall success of the chapter.
- Work with the chapter advisers to plan a calendar of activities for the upcoming year.
- Plan regular meetings and prepare agendas for the officers; delegate responsibilities as necessary.
- Plan meetings and prepare agendas for a general chapter meeting monthly.
- Coordinate the planning & implementation of the induction ceremony and reception.
- Meet with interested collaborators/sponsors.
- Meet with the other officers and chapter advisers to choose honorary members.
- Ensure that the chapter fulfills all chapter standards.
- Participate in a scheduled weekly officer's meeting with the advisers.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.

b. Vice President

- Fulfill president's duties in the absence of the president and assist the president in the completion of duties.
- Keep attendance records at chapter meetings and record them on spread sheet.
- Assist the president in coordinating activities to help the chapter fulfill all chapter standards.
- Book facilities for officer/general meetings and events on campus.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.
- Participate in planning and implementing the induction ceremony and reception.

c. Treasurer

- Assist in managing chapter funds with guidance from the chapter advisers.
- Receive chapter funds, maintain records, and submit funds to chapter advisers.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.

- Participate in planning and implementing the induction ceremony and reception.

d. Secretary

- Prepare e-mail list for correspondence with members and their parents.
- Record and prepare the minutes of each executive committee and chapter meeting.
- Compose and send chapter correspondence as needed.
- Prepare and submit announcements to the main office in advance of upcoming meeting and activities.
- Work with other officers to complete chapter activity summaries.
- Collect individual service hour records at chapter meetings.
- Maintain records of service projects on spreadsheet and track member participation.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.
- Participate in planning and implementing the induction ceremony and reception.

e. Historian

- Keep the bulletin board current with activity information.
- Prepare and submit announcements for all NHS activities and meetings.
- Submit and/or check progress of chapter activity summaries.
- Take pictures of service projects/activities to include in the chapter scrapbook and submit reports to the school publications and website.
- Share in the responsibilities of planning, conducting, implementing, and coordinating service projects.
- Prepare chapter activity summaries of NHS service projects.
- Participate in planning and implementing the induction ceremony and reception.

ARTICLE VII: MEETINGS

Section 1. Regular meetings of the chapter shall be on the second and fourth Wednesdays of every month. In the event of a school holiday or conflict, meeting dates can be rescheduled by the President and Chapter Adviser.

Section 2. Special meetings may be scheduled by the President with the approval of the Chapter Adviser.

Section 3. Members are expected to attend all chapter meetings, but are required to attend at least 75% of chapter meetings to remain in good standing.

Section 4. Meetings shall be held in the Chapter Adviser's classroom (144), the Heritage Room (140), or another location pre-determined by the President and Chapter Adviser.

Section 5. The chapter shall conduct its meetings according to *Robert's Rules of Order Newly Revised*.

ARTICLE VIII: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each academic year.

Section 2. All members shall regularly participate in these projects.

- Section 3.** These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized, and executed.
- Section 4.** Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and is pre-approved by the chapter adviser.
- Section 5.** Members must submit to the Chapter Adviser available times and subjects they are comfortable with for tutoring requests. They shall fill out the *NHS Member Information Form* and return it to the Chapter Adviser in a timely fashion.
- Section 6.** Members must submit the *NHS Community Service Form* to the Chapter Adviser at the end of each marking period with the signature of the presiding adult at each activity in which they participated.

ARTICLE IX: OFFICIAL EMBLEM

- Section 1.** This organization shall have an official emblem. The emblem shall be uniform and distribution and rules for its use shall be determined by the NASSP Board of Directors.
- Section 2.** Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.
- Section 3.** All insignia must be procured from the national office of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NHS national office.
- Section 4.** The motto of the National Honor Society shall be *Noblesse oblige*.
- Section 5.** The official colors of the National Honor Society shall be blue and gold.

ARTICLE X: RATIFICATION

- Section 1.** These by-laws will be approved upon receiving a 2/3 affirmative vote of all active members of the chapter, a majority vote of the Executive Committee, and approval by the school administration.
- Section 2.** These by-laws shall be reviewed annually and if necessary, revised within five years from the date of approval noted on this document.
- Section 3.** These by-laws may be amended by a 2/3 vote of the chapter members, provided notice of the proposed amendment has been given to members at least two meeting dates prior to the vote.
- Section 4.** The exceptions are Articles III and V, which are developed by the Chapter Adviser, the Faculty Council, and the Principal.
- Section 5.** Chapter by-laws and amendments must be consistent with the National Honor Society Constitution.